

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	Effective Date: June 1, 2008
	Section 27: Maintaining Health Records - Medical Passport	Version: 1

POLICY	OLD POLICY: 404.322
---------------	----------------------------

The Indiana Department of Child Services (DCS) will maintain written and electronic documentation of health care services received by children who are under the care and supervision of DCS and are in substitute care. A written summary of the child's medical history should be included in the child's case plan.

All children who are placed in out-of-home care will be issued a [Medical Passport](#) (DCS Pamphlet 036 (R2/3-06)), and these additional forms: [Authorization for Medical Services SF 45093/CW 3319](#), [Consent to Release Mental Health and Addiction Records SF 51128/CW0045](#), [Record of Medical Treatment SF 45092](#), and [Log of Medical Treatment SF 45091](#). These forms must be included with the medical passport. The passport will remain with the child and in the possession of the resource family throughout all out-of-home placements.

DCS will require that the child's resource family keep the child's medical passport up-to-date, with the child's most recent health care information. Additionally, DCS will keep a separate record of the child's health care information in Indiana Child Welfare Information System-Medical Passport

When the child achieves permanency (e.g., reunification, adoption), DCS will ensure that the permanent caregiver or the child, if released from substitute care after his/her eighteenth birthday, receives the passport.

Code References

1. [IC 31-28-1 Health Summary Records of Children Receiving Foster Care](#)
2. [IC 31-28-2 Medical Records of Children Receiving Foster Care](#)
3. [IC 31-28-3 Medical Passport Program for Children Receiving Foster Care](#)

PROCEDURE

The Family Case Manager (FCM) will complete the following steps prior to placement or as soon as possible thereafter:

1. Review the child's medical history at the initial Child and Family Team meeting (CFT). See related policy, [5.7 Child and Family Team Meetings](#). Issue a new medical passport, if no medical passport exists and gather as much information on the child's health care history from any of the following sources:
 - a. The child,
 - b. Previous health care providers,
 - c. The child's parent/guardian/custodian, and
 - d. Other family members and previous resource families.

2. Record any gathered information in the new or existing medical passport, and update ICWIS.

At the time of placement or within three (3) days of placement, the FCM will:

1. Give the child's medical passport to the resource family.
2. Explain to the resource family:
 - a. The passport must remain with the child, until the child leaves the resource family's home.
 - b. It is the resource family's responsibility to record all health care information in the passport. See Related Information, **Updating the Medical Passport at Health Care Appointments** for more detail.
 - c. The FCM must be given information about every health care visit. See Related Information for more detail.
3. Review with the resource family information contained in the passport, calling attention to the following:
 - a. Any identified problems,
 - b. Necessary treatment programs, and
 - c. Impending examinations, etc.

Prior to a child's transfer to a different placement or prior to a child's exit from substitute care (e.g., reunification, adoption, etc.), the FCM will:

1. Meet with the current resource family to review the child's medical passport, and to ensure the medical passport contains the most up-to-date information about the child's health care; however, if they are not up-to-date, assist with scheduling necessary appointments. See separate policy, [8.29 Routine Health Care](#).

When the child leaves the resource family's home, the FCM will:

1. Collect the child's medical passport and any other health care records from the resource family.
2. Collect additional health care records from providers, if necessary, update the child's passport and ICWIS.
3. Provide the permanent caregiver or the child, if released from substitute care after his/her eighteenth birthday, with a copy of the medical passport at no cost. See separate policy, [8.41 Transitioning from Out-of-Home Care](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Medical Passport](#) - Available in hard copy only (DCS Pamphlet #36)
2. [Authorization for Medical Services SF 45093/CW3319](#) – Order via Forms Management
3. [Consent to Release Mental Health and Addiction Records SF 51128/CW0045](#)
4. [Record of Medical Treatment SF 45092/CW3320](#) – Order via Forms Management
5. [Log of Medical Treatment SF 45091/CW3321](#) – Available in ICWIS

RELATED INFORMATION

What Records are Kept?

Even though the child's passport is called a "**medical**" passport, it is intended to be a place of record for a broad range of **health care** services that the child receives. For the purposes of this policy, "health care" includes, but is not limited to: medical, dental, mental health, developmental, vision, hearing and speech care. Specialized treatments, such as substance abuse and behavioral counseling and chiropractic therapy are also considered as health care, and must be documented in the child's medical passport and ICWIS records.

Dual Record-Keeping: Medical Passports and ICWIS

Every child's health care records are kept in two places:

1. In hard copy in the child's medical passport, and
2. Electronically in ICWIS, on the Medical Passport screen.
 - a. The records in ICWIS serve two functions:
 - 1) the records enable the FCM to review the child's health care information at any time, and
 - 2) the records serve as a "backup" in case the medical passport is lost.

The Resource Family updating the FCM with Health Care Information

The resource family must communicate to the FCM information about recent health care the child received. This exchange of information enables the FCM to update the child's health care records in ICWIS. If possible, the FCM can photocopy recent entries made in the medical passport as a way of capturing the new information so that it may be entered in to ICWIS. The sharing of information between the resource family and the FCM should occur more frequently if the child has medical issues.

Updating the Medical Passport at Health Care Appointments

Any time a FCM or resource family transports a child to receive a health care exam or treatment, he/she must bring the child's medical passport to the appointment. The FCM or resource family must ask the health care professional who attends to the child, to complete applicable portions of the child's medical passport immediately following the examination/treatment (e.g., Physical Examinations section, Identified Medical Problems section, etc.). If the professional is not willing/able to update the passport onsite; then, the FCM or resource family must get a complete briefing on the details of the examination/ treatment and complete applicable portions of the passport.

Children Placed in Another Indiana County or Out-of-State

When a child is placed into substitute care in a different Indiana county or another state, the same policies and procedures apply. The supervising FCM will work with the resource family to assure that the child's medical passport and ICWIS records are kept up-to-date.

Delay in Obtaining Health Care Information

The FCM must provide the resource family with a blank passport, if the FCM is not able to obtain historical health care information about the child prior to the initial visit that must occur within three (3) days of the placement. When the historical healthcare information becomes available, the FCM must provide a copy of the information to the resource family and request that this information be entered into the current passport.

Medical Passports for Children in Residential Facilities

Indiana law does not provide a medical passport to children who are placed in a residential facility; however, it is the policy of DCS to provide and use a medical passport for those children.

Note: Indiana Law states that a medical passport is to be provided to all children who receive foster care funding through DCS, including Indiana children who are placed in foster care outside of Indiana.